

OVERTIME AUTHORIZATION

1054

(No. 27 August 1992)

Overtime authorization will be accomplished in the following manner. Not all classes are included but corresponding practices should occur in all situations. More restrictive policies may be developed at the region or unit level. In no case may an employee approve his/her own overtime.

EMERGENCY OVERTIME

1054.1

(No. 27 August 1992)

Authorization for emergency overtime will be by direct dispatch of the individual or crew by an Emergency Command Center (ECC). The on-duty battalion chief will also be notified as soon as time permits. Emergency overtime can also be authorized by the operations officer, administrative officer, executive officer, or the unit chief.

NONEMERGENCY OVERTIME

1054.2

(No. 27 August 1992)

The following list indicates those individuals authorized to approve overtime for the classifications shown.

- For: SFR I and II, Foresters I and II, Materials and Stores Supervisors I and office staff.

By: Operations officer, administrative officer, executive officer, or the unit chief.

- For: Fire Captains, Fire Apparatus Engineers, Heavy Fire Equipment Operators, Heavy Equipment Mechanics.

By: Forestry Equipment Manager, district ranger/battalion chief, operations officer, ECC, administrative officer, executive officer or the unit chief. If approved by the ECC, the district ranger/battalion chief with administrative responsibility for that location will be notified at the earliest possible time.

- For: Fire Fighters I and Fire Lookouts.

By: Fire Captain or Fire Apparatus Engineer in charge of stations, ECC, district ranger/battalion chief, operations officer, administrative officer, executive officer, or the unit chief. If approved by the Fire Captain, Fire Apparatus Engineer or ECC, the district ranger/battalion chief with administrative responsibility for that location will be notified at the earliest possible time.

Authorization of all unplanned overtime hours worked will be documented on form CAL FIRE-681 (12/83) or CAL FIRE-682, Attendance and Program Time Report. In the case of employees covered by the Unit 8 contract, the report will be done on a work-period basis. The report for all other employees will be done on a pay-period basis. Employees will be held responsible for accurately recording all hours worked. Supervisors will be held responsible for verifying all time recorded.

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